



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	All Persons Interested
2	Job Classification	Regulatory Investigator (3 vacancies)
3	Posting Number	PN# 105995
4	Department	Fire Department
5	Division	Finance & Administration
6	Section	Permits
7	Reporting Location	1205 Dart
8	Workdays & Hours	M – F, 8 a.m. – 5 p.m.*
		*Subject to change
9	<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u> Assesses businesses for compliance with the fire permit ordinance. Conducts interviews at businesses within the city to determine if the proper permits are maintained by the business. Keeps records of all activities including documentation of businesses visited and their degree of compliance. Prepares reports of business compliance and their activities. Educates business owners and the public about the Fire Department Permit Program. Researches to identify businesses that may not be in compliance with the Fire Permit Ordinance.	
10	<u>WORKING CONDITIONS</u> There are no major sources of discomfort, i.e., and essentially normal office environment with acceptable lighting, temperature and air conditions. The position is physically comfortable; the individual has discretion about walking, standing, etc.	
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc. as might normally be acquired through attainment of a high school diploma or a GED.	
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> Six months of work experience in document research, investigations, or a related field are required.	
13	<u>MINIMUM LICENSE REQUIREMENTS</u> Must have a valid Texas drivers license and be in compliance with the City’s policy on driving (AP2-2).	
14	<u>PREFERENCES</u> Preference will be given to applicants who are computer literate and have good customer service skills. Good written and verbal communication skills also preferred.	
15	<u>SELECTION/SKILLS TESTS REQUIRED</u>	None
16	<u>SAFETY IMPACT POSITION</u> X Yes No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: <div>Salary Range - Pay Grade 11 \$755.00 - \$1007.00 Biweekly \$19,630.00 - \$26,182.00 Annually</div>	
18	<u>OPENING DATE</u>	July 27, 2005
19	<u>CLOSING DATE</u>	Open Until Filled
20	<u>APPLICATION PROCEDURES</u> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Level. TDD Phone number (713) 837-9496. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.	
	An equal opportunity employer	